

**MINUTES**  
Brown County  
Land Information Council  
Tuesday, July 8, 2014  
**10:00 AM**  
**Northern Building, Room 200**  
**305 East Walnut Street, Green Bay WI**

**ROLL CALL:**

<b>Mary Reinhard</b> County Treasurer	<u>X</u>	<b>Keith Deneys</b> Sheriffs Dept	<u>X</u>
<b>Bill Bosiacki</b> Zoning Administrator	<u>X</u>	<b>Chuck Lamine</b> Planning Director	<u>X</u>
<b>Francine Roberg</b> Village of Ashwaubenon	<u>X</u>	<b>Cullen Peltier</b> Public Safety & Communications	<u>X</u>
<b>Tom Sieber</b> County Supervisor	<u>Exc</u>	<b>Dale Raisleger</b> Public Works/Highway	<u>Exc</u>
<b>Patrick Austin</b> Mark D. Olejniczak Realty	<u>X</u>	<b>Chad Weininger</b> Administration Director	<u>X</u>
<b>Terry VanHout</b> County Surveyor	<u>X</u>	<b>Jim Wallen</b> Real Property Lister	<u>X</u>
<b>Rob Vesperman</b> Land & Water Conservation	<u>Exc</u>	<b>Cathy Williquette</b> Register of Deeds	<u>Exc</u>
<b>August Neverman</b> Tech Services Director	<u>X</u>	<b>Jeff DuMez</b> GIS/LIO Coordinator	<u>X</u>

Also present: Peter Herreid (Wisconsin Dept of Administration); Chuck Mahlik (Treasurer's office); Laura Workman (Tech Services); Tom Giese (City of Green Bay); Steve Dunks (Village of Suamico); Dan Teaters, Sandy Wentland and David Roberts (Planning & Land Services)

**1. Approval of the minutes from the April 16, 2014 Land Information Council meeting**

Motion by J. Wallen and seconded by B. Bosiacki to approve the April 16, 2014 meeting minutes. Vote taken, motion carried unanimously.

**2. Statewide Parcel Initiative–Planning Process Framework**

J. DuMez handed out information on a project that is being proposed by the Wisconsin Land Information Program and coordinated by the Wisconsin Department of Administration. This conceptual project is a result of new legislation passed in the latest state budget process (s. 25.55). Peter Herreid from the Wisconsin Department of Administration discussed this concept further. He said there is funding under the Act 20 state budget initiative, which reallocated funding previously used for social security number redaction on real estate documents across the state. The reallocated funds are to be used for several purposes starting in 2015: First, a higher level of "base budget" funding will be provided to counties to ensure a minimum of \$100,000 through the Wisconsin Land Information Program. Second, the legislative intent is to improve upon land information datasets on a statewide level. This can be achieved in part through targeted investment within the Counties, with the parcel data being the primary initiative (Peter referred to the attached document). Peter said the additional county funding will come with certain obligations including a requirement that counties share data, accomplish certain objectives to facilitate statewide data aggregation, and other benchmarks stated in Act 20. The data to be aggregated includes parcel maps with associated assessment information and zoning.

C. Lamine asked about the zoning requirement, and said that some counties (including Brown) do not administer county zoning, that this is done at the municipal level and although we share data between organizations, the county does not always have the latest zoning map or information. P. Herreid pointed to the language in the statute that indicates counties only have to submit zoning data if they are administering that data at the county level.

The Council was also provided a letter to Peter Herreid which outlined five points the council

discussed earlier in the month regarding this initiative. The Council expressed concern that Brown County's fee payers will contribute more to this fund than will be received through this potential grant, and asked that any revenues above the projections be rewarded to counties who are successful in meeting objectives and who show a need for additional funding. Peter said that accountability will be important and that the five points outlined in the letter will be taken into consideration. Peter said that this type of feedback is what he and the Department of Administration are looking for at this stage. P. Herreid also stressed that the goal is not to disrupt what counties already have in place.

### **3. 2014 Wisconsin Land Information Program Survey**

Peter Herreid and J. DuMez discussed the Land Information Program survey for counties that the Wisconsin Department of Administration conducts annually. This year's questions were handed out. P. Herreid said that the survey is conducted to get a handle on current conditions within the county land information offices. J. DuMez reported that he had just a couple of weeks to submit a response to this survey, and that responses were already submitted to the state. P. Herreid said that the Land Information Officers are the point of contact for these surveys, and that getting full Council feedback would be too time consuming. Peter also said that our 2010 strategic plan was very good and provided a lot of additional detail of what Brown County is doing.

### **4. AS/400 project update**

J. DuMez reported that the AS/400 replacement project will not be proceeding in 2015 due to budget constraints. C. Lamine said that we will try to maintain momentum on the project during 2015.

### **5. Aerial Photo project update**

J. DuMez gave an update on the air photo project. He said the flights were completed in early –mid May, which was later than we hoped but there was a very small “window” of opportunity between snow/ice melt and leaf-on. Also, we had a very cloudy and rainy spring which pushed the contractor into May. Because of the cool weather and late spring, the photos will not be greatly affected by leaves (we will still have clear views to the buildings & ground below most trees). J. DuMez said the images are being processed with delivery anticipated by August or September. As soon as the images are received, T. VanHout and our survey crew chief will be testing the photos to ensure they meet the positional accuracy standards specified in the contract so that we can rely upon the orthophotos as an accurate base map.

### **6. Budget planning for 2015**

J. DuMez said that the budget information provided by the county administration was just recently received, and that we are processing the numbers to help calculate salary, fringe, and other figures needed to complete our budget. The Council discussed a meeting date for the Land Information Council budget meeting, and agreed upon July 29 at 10 AM.

### **7. Any Other Matters**

No other matters.

Motion to adjourn by K. Deneys. Seconded by M. Reinhard and carried. Meeting adjourned.

ATTACHMENTS: Handouts provided during meeting

# Brown County

305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



**JEFFREY D. DU MEZ**

PHONE (920) 448-6480 FAX (920) 448-4487

LAND INFORMATION OFFICER / GIS COORDINATOR

To: Ed Eberle, Division Administrator  
Peter Herreid, Grant Administrator  
Wisconsin Department of Administration Division of Intergovernmental Relations  
101 E Wilson St, 9<sup>th</sup> Floor  
Madison, WI 53703

From: Brown County Land Information Council

Re: Land Information Program "Strategic Initiative Grant" Concept

Date: July 8, 2014

Dear Mr. Eberle,

The Brown County Land Information Council has reviewed and discussed the "Strategic Initiative Grant Concept" documents that your office provided to us in May of this year. While we are pleased to hear of this potential \$50,000 grant opportunity, we do have some comments and suggestions:

- 1) Brown County has always prided itself in meeting--and exceeding--the requirements set forth by the Wisconsin Land Information Program. In many ways, Brown County's system has been the model for the rest of the state.
- 2) Fee payers in Brown County will be contributing nearly \$250,000 dollars to this state fund annually, and we want to ensure the fees can be utilized more directly for citizens who pay the fee.
- 3) Maintaining Brown County's Land Information System costs well in excess of \$50,000 per year, and the total cost to build and maintain the system over the past 3 decades is well over \$2 million. One example: Our Land Records/Tax System is nearly 30 years old and is in need of replacement; This project alone will cost nearly \$1 million and the price is largely established on a per parcel basis. We would like to see a system where funds are distributed to counties based on activity volume or parcel count.
- 4) We would like to see this new grant program include a "Rewards" system based on performance, where counties who meet performance standards can have the opportunity to receive more funding. As the economy improves and more real estate activity triggers additional fees, we estimate this new grant program will have sufficient revenues to provide counties who meet the criteria with grant funding in excess of the proposed \$50,000.
- 5) We would like the State to recommend a specific land records system vendor and standardize on database formats. This could permit volume pricing, easier integration, and perhaps even

inter-county service agreements that allow some counties to group together to create efficiencies.

Thank you for the opportunity to provide these comments, and we are also thankful that Peter Herreid was able to meet with our Land Information Council in person to discuss these items.

If you have any questions or comments, please contact the Land Information Officer, Jeff DuMez, at (920) 448-6295.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff DuMez", is positioned above the typed name.

Brown County GIS/LIO Coordinator on behalf of the Brown County Land Information Council.

DRAFT



WISCONSIN DEPARTMENT OF  
ADMINISTRATION

SCOTT WALKER  
GOVERNOR

MIKE HUEBSCH  
SECRETARY

Division of Intergovernmental Relations  
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May 15, 2014

Dear Land Information Stakeholders:

We continue to move forward in planning the Statewide Parcel Map Initiative and would like your input on the next phase of the project. Today we are releasing the Statewide Parcel Map Initiative - Planning Process Framework, a concept document which proposes funding Strategic Initiative grants.

To review some of our progress so far, in April we announced the Memorandum of Understanding signed with the State Cartographer's Office (SCO) for the "Version 1 Statewide Parcel Map Database Project," which will begin July 2014 and build upon successful collaboration between the Department of Administration and SCO in the LinkWISCONSIN EBM Parcel Mapping Project.

As we have stated, parcels are our first focus—in particular helping counties meet the statutory requirements to post certain parcel information online by 2017. The Version 1 Project will be focused on this objective. It will achieve tangible results in the form of a public statewide parcel map and will lay the basis for establishing quantitative short-term and long-term parcel benchmarks. Yet the Version 1 Project is only one aspect of the larger Parcel Initiative.

As such, we are offering the framework of Strategic Initiative grants as a way to prioritize statewide objectives and the allocation of WLIP funding to achieve those objectives. The Statewide Parcel Map Initiative - Planning Process Framework document, available at [www.dos.state.wi.us/wlip](http://www.dos.state.wi.us/wlip), outlines a participatory planning process for the land information community to provide guidance on county obligations that might accompany future proposed Strategic Initiative grants.

To be clear, no new WLIP grant funding decisions have been finalized yet. We are asking for your feedback and comments as part of this process. For those organizations or entities representing stakeholder groups, we invite you to submit letters on behalf of your organization or common resolutions responding to the Strategic Initiative grant concept by July 11, 2014.

My staff will also be available to discuss this document at the WLIA spring regional meeting and during upcoming county visits, which are part of our commitment to maintain two-way communication throughout the Parcel Initiative. In addition, we will soon be conducting the 2014 WLIP county survey, with state agency and other stakeholder outreach to follow.

As always, also feel free to contact Program Manager Mike Friis (608-267-7982) or Grant Administrator Peter Herreid (608-267-3369) with any questions or comments.

Sincerely,

Ed Eberle, Division Administrator  
Division of Intergovernmental Relations

# Statewide Parcel Map Initiative Planning Process Framework

Beginning January 1, 2015, counties will submit about \$7 million per year to the Land Information Fund, a segregated, non-lapsable trust fund for the Wisconsin Land Information Program (WLIP), according to s. 25.55, Wis. Stats. This concept document outlines a planning process framework for achieving statewide land information objectives, particularly a **Strategic Initiative Grant Concept** that would award Strategic Initiative grants under s. 16.967(7).

This concept document is being made available for the purposes of discussion and stakeholder feedback. No final decisions have been made on the allocation of Strategic Initiative grants, which would require an increase in statutory spending authority for the Land Information Fund via the biennial budget process for 2015-17. This document includes a detailed budget scenario that may change. Other aspects of the Parcel Initiative will be addressed in future communications.

**\$50k per County  
with Strategic Objectives  
to be Determined Through Participatory Planning Process  
+ New WLIP Grant Agreement Conditions**

**Strategic  
Initiative  
Grant  
Concept**

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5/15/2014

## Overview: Strategic Initiative Grant Concept

\$50k per County  
with Strategic Objectives  
to be Determined Through Participatory Planning Process  
• New WLIP Grant Agreement Conditions

### NEW WLIP GRANT AGREEMENT CONDITIONS

- GIS data sharing to be a requirement
- A checklist of priority benchmarks to be determined through a participatory planning process
- Benchmarking requirements may extend to municipalities, requiring multi-jurisdictional grant projects
- May reimburse documented costs incurred for completed projects
- Could require local match

### STRATEGIC OBJECTIVES

To be determined through participatory planning process

1. Parcel short-term benchmarks, from 59.72(2)(a)
2. Parcel long-term benchmarks including associated activities, such as remonumentation
3. Other benchmarks (e.g., aerial imagery, LiDAR, etc.)
4. If specified benchmarks are met, anything else consistent with county land information plan

### BUDGET SCENARIO

WLIP Revenue Projection Based on FY14 Figures	\$7,000,000
Base Budget Grants	(\$2,600,000)
Training & Education Grants	(\$72,000)
Strategic Initiative Grants @ \$50k to Each County	(\$3,600,000)
Projected Administrative Costs	(\$200,000)
Statewide Parcel Map & Other DOA Land Info Duties	(\$528,000)

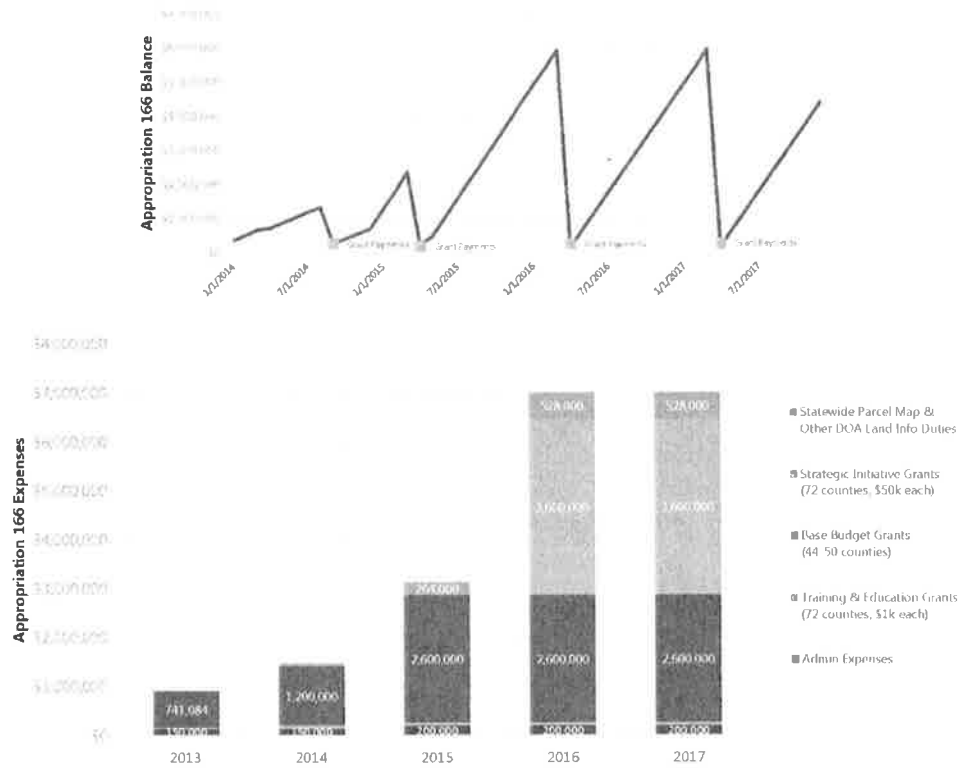
### ADVANTAGES

- Addresses primary community concern of funding distribution
- Directs planning process focus to strategic objectives that benefit Wisconsin rather than allocation competition between interest groups
- Allows time for planning process to determine strategic objectives
- Does not punish counties for previous progress
- Treats every county the same
- Avoids complex allocation process or to first establish formal board
- Provides leverage to enforce data sharing requirements
- Enables poorer counties to catch up to benchmark levels
- The budget scenario provides funding for parcel map development and other Duties of the Department described by s. 16.967(3), Land Information Program, such as a land information clearinghouse

### CHALLENGES

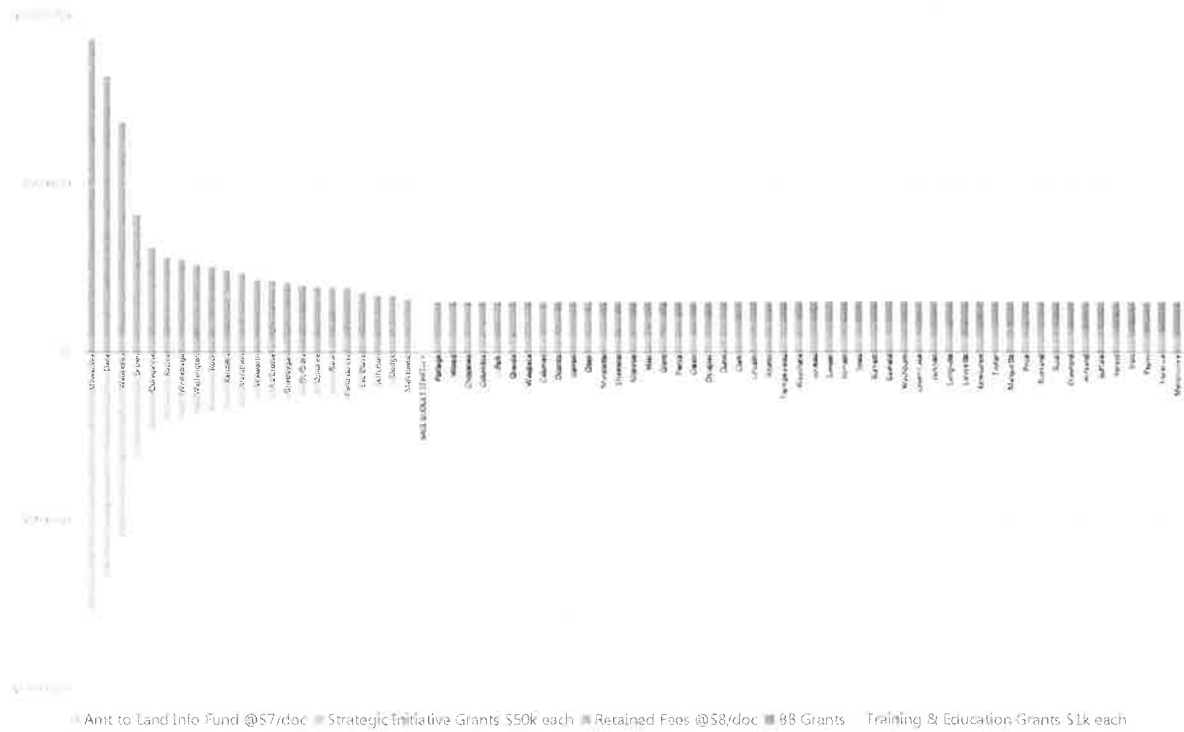
- Does not take land area and other county variables into account
- Does not directly fund municipalities that maintain parcel data
- Potential state agency-led GIS projects are not well defined and lack statutory directive, such as for aerial imagery and LiDAR
- Some counties still view themselves as contributing much more into the fund than they receive back in dollars and statewide benefits
- Statewide layer creation still dependent on aggregation of local data
- Clear and simple funding priority benchmarks may be hard to define
- Monitoring compliance with grant agreement requirements may take additional Department of Administration staff resources
- May be difficult to prevent additional grant funding from supplanting the use of non-WLIP funding already spent on land information

## Budget

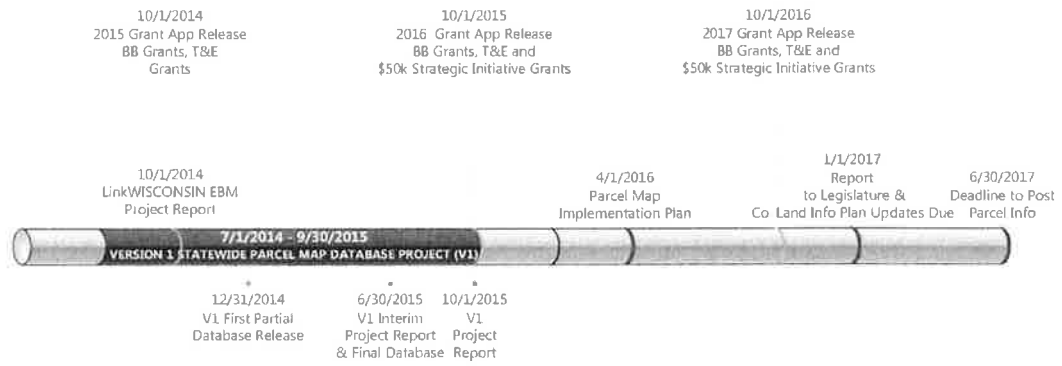




## Distribution of All Funding to Counties



## Timeline



## Outreach

### County Outreach

#### 2014 WLIP County Survey

- April–May 2014: Design survey with workgroup
- May 30, 2014: Release survey online
- June 13, 2014: Survey due

#### County Visits

- Goal: WLIP staff visit every county by end of 2015

#### County Site Visit Invite Group

- Land Information Officer
- Register of Deeds Officer
- Surveyor
- Real Property Lister
- County Board member of Land Information Council
- Realtor member of Land Information Council
- Public safety or emergency communications representative on Council
- Other members of County Land Information Council
- Zoning administrator
- County planner
- GIS technicians
- Municipal GIS staff
- Other interested persons

#### County Site Visit Discussion Topics

- Survey questions
- Strategic Initiative Grant Concept
- Vision of Parcel Initiative success and future of WLIP

### State Agency and Other Stakeholder Outreach

- State agency and other stakeholder surveys to follow county survey
- Details to be determined

## Out of this Document's Scope

Many topics relevant to the statewide parcel map planning process and Strategic Initiative Grant Concept are not addressed in detail in this document, but are covered in other places or will be addressed in future communications. The concept presented in this document will evolve to include other topics and address concerns raised by stakeholder groups.

### Link-WISCONSIN EBM Parcel Mapping Project

As part of the state broadband initiative called LinkWISCONSIN, the Public Service Commission of Wisconsin is funding the development of statewide parcel and address point layers based on local address and parcel data. A comprehensive final report will be completed September 30, 2014 and will inform the Version 1 Statewide Parcel Map Database Project. More information is available at [broadbandmap.sco.wisc.edu](http://broadbandmap.sco.wisc.edu)

### Version 1 Statewide Parcel Map Database Project

The Version 1 Statewide Parcel Map Database Project is described in the Memorandum of Understanding between the State Cartographer's Office and the Department of Administration, Division of Intergovernmental Relations. The project will produce a final, public statewide parcel map database by June 30, 2015 and a final project report by September 30, 2015. More details at [www.doa.state.wi.us/wlip](http://www.doa.state.wi.us/wlip)

### Other DOA Duties Under s. 16.967(3)

- How DOA might serve as the state clearinghouse for access to land information
- How DOA might maintain and distribute an inventory of land information available for the state
- How DOA might prepare guidelines to coordinate the modernization of land records and land information systems

### To Be Addressed In Future Communications

- State agency and other stakeholder surveys and outreach
- 2015-16 county land information plan updates
- Future versions of statewide parcel map database and Implementation Plan for long-term development
- Determining benchmarks for county parcel datasets and other possible benchmarks
- Data sharing requirements of WIJP grant agreements